

**Treasury Documentation****Subject:** Treasury Official Documentation and Unit-Specific Documents**For:** EMPLOYEE HANDBOOK  
DOCUMENT COORDINATOR HANDBOOK**Also See:**

<b>Identification</b>	ET-03114
	Policy
<b>Effective Date</b>	2-1-2005
<b>Replaces</b>	ET-03114 (2-1-2001)

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**Treasury Official Documentation**

Treasury's official documentation includes bulletins, charts, decision tables, flow charts, form instructions, job outlines, organization charts, policies, procedures, purpose and objectives, responsibility statements, standards, subject indexes and tables of contents.

A document is official only when it is:

1. Processed by and reviewed for compliance with departmental standards by Forms and Document Services (FDS).
2. Reviewed and approved by all appropriate Treasury management and staff.
3. Published on form 1836 TREASURY DOCUMENTATION and disseminated to appropriate Treasury staff.

All approved/distributed documents become part of the Treasury Documentation File which is maintained by FDS. These documents remain in full force and effect until replaced or officially designated as obsolete (reviewed and approved to be removed from the Treasury Documentation File, and the Master Table of Contents and Subject Index).

**Unit-Specific Documents**

Unit-Specific Documents include policies, work rules, directives or similar documents that apply to a specific area within Treasury and are not incorporated in Treasury Official Documentation. These documents remain in effect for the calendar year in which they were promulgated and for the succeeding calendar year. During that time, they can be: (1) reissued with a new effective date, (2) officially designated as obsolete, or (3) if appropriate, incorporated in Treasury Official Documentation. If no action is taken, Unit-Specific Documents will expire.

A Unit-Specific Document:

1. May include an expiration date. However, the expiration date cannot go beyond the calendar year following the year in which the document was issued.
2. Must be submitted to the Human Resources Division for review prior to implementation.

**Performance Objectives**

As part of Treasury's continuing commitment to keep those documents that provide direction to employees current, administrators and executives are strongly encouraged to include a review of policies and procedures for which their direct reports are responsible in the annual performance management objectives for Group 3 and 4 employees.

**End**